

7-3469
3-6607

FI/RI-57/1299
4 December 1957

MEMORANDUM FOR: Chief, Management Staff

VIA : Chief, FI
DDP/EXO
A/DDP/EXO

SUBJECT : DD/P Records Management Report for November
1957

In reply to your request for a monthly DD/P Records Management Report, this report is submitted for November 1957:

- a. Cubic feet of records retired to DDP/FI/RI/Archives: 17.7 cubic feet.
- b. Cubic feet of records retired to DDP/FI/RI/Files: 24.9 cubic feet.
- c. Cubic feet of records retired to CIA Library: 14.1 cubic feet.
- d. Cubic feet of records destroyed: 630.0 cubic feet. ✓
- e. Cubic feet of DDP records in the DDP vault of the CIA Records Center: 7,685 cubic feet.



25X1

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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900100002-8

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FORM NO. 238 1 MAY 56		REPLACES FORM 35-1 WHICH IS OBSOLETE		DOCUMENT CONTROL		(13-40)	
		SEC. CL. 5	ORIGIN Calif RI		CONTROL NO.		
DATE OF DOC. 4 Dec.	DATE REC'D 21 Dec.	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING			
TO C/Asst. Staff FROM RI SUBJ. 10/9 Records Management Report for November 1957 Sent & Controlled number in 1 file.				ROUTING	DATE SENT		
COURIER NO.	ANSWERED	NO REPLY				2	

FORM NO. 238 11 MAY 58		PREVIOUS FORM 35-1 WHICH IS OBSOLETE		DOCUMENT CONTROL		(13-40)											
SEC. CL.		ORIGIN		CONTROL NO.													
5		Chief RI															
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TO: S/Asst. Staff				<table border="1"> <tr> <th>ROUTING</th> <th>DATE SENT</th> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>				ROUTING	DATE SENT								
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FROM: RI																	
SUBJ: RI/P, Records Management Report for November 1957																	
Sent & 5 Controlled number to L. B. H.																	
COURIER NO.		ANSWERED		NO REPLY		2											

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